

## Vision, Goals, and Guidelines

The arts have the power to transform our region, our community, and the lives of all who live here. Tremendous public benefit flows by creating a vibrant home for our citizens and a cultural destination for visitors. The arts can drive economic growth, draw people together in festive spaces, stimulate neighborhood revitalization, and express the identity of our community through its creativity, diversity, and cultural variety. By actively engaging young people and adults in the arts, we ensure an unbroken thread of experience, learning, and participation from one generation to the next.

At the center of this transformation are arts organizations and the artists they present in dance, theater, music, literature, and the visual arts. The ArtsEverywhere Fund has been established on the principal that asking more of them – asking them to be agents for change – requires more of us as well. We must commit a permanent stream of resources, because the benefits we envision cannot be realized overnight. We must cultivate imaginative leadership, without which we are sure to fall short. And we must bring new energy to the work ahead, which must be “over and above” business as usual.

To these ends, the Community Foundation of St. Joseph County launched the ArtsEverywhere Initiative in December, 2004. To facilitate high aspirations and a vision that is both compelling and credible, the Leighton-Oare Foundation awarded a \$3 million challenge grant to establish an endowed ArtsEverywhere Fund, a *substantial, permanent, and growing* resource to advance local arts and culture.

The goals of the ArtsEverywhere Fund are to

- Raise artistic quality
- Strengthen volunteer and staff leadership
- Enhance the capacity of arts organizations and the arts community
- Broaden, deepen and diversify citizen participation
- Foster and support local talent, and
- Inspire community pride

In pursuing these goals, the ArtsEverywhere Fund will encourage applicants to be innovative, collaborative, and to model best practices.

ArtsEverywhere promises a larger, more visible role for the arts in our region and a richer, more beautiful quality of life for our citizens.

## Funding Opportunities and Guidelines

**Eligibility:** Any St. Joseph County 501(c)(3) or public agency with a demonstrated, substantial (though not necessarily exclusive) commitment to the arts as part of its overall mission. Active participation in the ArtsEverywhere initiative, which may include, for example, prompt and complete ArtsEverywhere.com submissions, staff support as necessary for ArtsEverywhere publications, participation in ArtsEverywhere executive meetings and trainings, and generous contributions of knowledge, ideas, talent and experience.

The majority of proposals that involve arts and culture should be submitted through the ArtsEverywhere Grants process. Only those requests that focus on health and human services while incorporating the arts as a tool or method should be submitted through the Special Project Challenge Grant process (separate guidelines available).

**Application Deadlines:** May 1 and November 1, annually. Applicants may apply for any or all types of funding.

### **Funding Categories:**

**Capacity Building (matching grants of up to \$5,000):** Support for strategic activities designed to improve the quality, effectiveness, efficiency and financial stability of the organization and its programs. Expenses may include, but are not limited to, strategic planning, board and staff training, professional conference attendance, site visits to leading peer organizations, technological advancements, consultant and professional services, and executive leadership training. Preference will be given to applications that demonstrate a well-defined plan for capacity building with specific objectives and timeframes. Capacity building grants may prove useful in the design and development of Major Venture Funding applications.

**Program or Project Support (matching grants of up to \$5,000):** Support for specific arts-related programs and projects which may include, but are not limited to, concerts, theater productions, visual art exhibits, presenter touring programs, artist residencies in schools or other community settings, or a broad range of arts-related services for St. Joseph County citizens, artists, arts organizations, and communities. Preference will be given to applications that include a clear program or project plan and timeframe, and that best align with the stated goals of the ArtsEverywhere Fund.

Major Venture Funding (matching grants of up to \$50,000, potentially renewable for up to three years, for a maximum commitment of \$150,000): Support to help implement high-quality programs or projects that represent a significant and sustainable contribution to local arts and culture. The ArtsEverywhere Fund encourages projects that are innovative, collaborative, and model best practices. Efforts that draw larger, more diverse audiences, deepen levels of arts participation, build public participation in the arts, involve synergistic collaboration, and raise artistic quality through the cultivation and support of local talent are of special interest. Further preference will be given to programs or projects whose contributions to local arts and culture will endure beyond the grant period. Up to half of the amount requested may be used for endowment *matching* funds to provide sustaining revenue. Other means of achieving program or project sustainability will also be considered.

### **Grant Application Components:**

Applicants to any of the three funding categories must submit an **ArtsEverywhere Grant Application Cover Sheet** which briefly addresses the following points:

- Brief Project Description
- Specific goals/objectives of the project
- Evaluation of the outcomes of the project
- Raising of the required matching funds
- If applicable, sustainability of project after grant funding is expended

**The ArtsEverywhere Grant Application Cover Sheet is downloadable in Word format at the following URL:**

[http://www.cfsjc.org/initiatives/artseverywhere/artseverywhere\\_grants.html](http://www.cfsjc.org/initiatives/artseverywhere/artseverywhere_grants.html).

**The document is a Microsoft Word Form in which the fields expand to accommodate multiple lines of text. Please contact Foundation Senior Program Officer if you experience problems with the document or you need it in another format.**

Applications for the three funding categories differ with regard to the required attachments to the cover sheet as follows:

### **Capacity Building and Program/Project Category Application Attachments:**

- 2-3 page proposal narrative  
The narrative should address the purpose and nature of the proposed activities, who will be involved, to what extent, and how the activities align with the stated goals of the ArtsEverywhere Fund.
- Detailed Project Budget (Include sources of revenue & expenses.)
- Current Board Roster with officers identified
- 501(c)(3) IRS Determination Letter (Only required if not yet on file.)

### **Major Venture Category Application Attachments:**

- 6-8 page proposal narrative  
The narrative should include the objectives and nature of the program or project, who will be involved, to what extent, over what period of time, and how the planned activities align with the stated goals of the ArtsEverywhere Fund.
- Detailed Project Budget (Include sources of revenue & expenses.)
- Current organization budget and performance report (comment on deficits and significant variances, if applicable)

- Most recent audit
- Credentials of the person(s) tasked with design and implementation of the program or project
- Brief description of organization's mission, history and programs
- Current Board Roster with officers identified
- 501(c)(3) IRS determination letter (Only required if not yet on file.)
- Strategic plan (if available)
- Up to four program books, newsletters, annual reports, reviews, brochures, or catalogs no more than two years old (optional) **Submission of an ArtsEverywhere Grant Application:**

Applicants can submit applications and attachments via e-mail to [grants@cfsjc.org](mailto:grants@cfsjc.org) or due to the number and nature of specific attachments (i.e. audit, strategic plan, program books, and annual reports) may choose to submit via regular mail. If applications are mailed, applicants should submit as much as possible in electronic format on a floppy disk or CD. Please do not submit narrative in PDF format.

Complete application packets must be received or postmarked by the stated deadlines of May 1 and November 1.

Mailing address:

Community Foundation of St. Joseph County  
P.O. Box 837  
South Bend, IN 46624

**Notification of Funding Decisions:**

Applicants will be informed of funding decisions by mail within approximately eight weeks.